

REQUEST FOR QUOTES

Technical Investment Consulting Services “TICS”

Date Issue: 12/9/2020

Questions Due: 12/16/2020

Responses Due by: ~~12/31/2020~~1/5/2021

Corey Amon, Director
State of New Jersey
Department of the Treasury
Division of Investment
Trenton, NJ 08608
www.state.nj.us/treasury/doinvest

Contents

1.0	PURPOSE AND INTENT.....	3
2.0	DOI SPECIFIC DEFINITIONS	3
3.0	PROPOSAL SUBMISSION.....	3
4.0	BACKGROUND	4
5.0	SCOPE OF SERVICES	5
6.0	TECHNICAL PROPOSAL.....	7
7.0	SELECTION PROCESS	8
8.0	FEES:	9
9.0	TERM	9
10.0	FIRM SELECTION AND CONTRACT	9
11.0	FORMS.....	9
12.0	ADDITIONAL WORK AND SPECIAL PROJECTS	10
13.0	MISCELLANEOUS.....	11
14.0	PRICE SCHEDULE	12
14.1	Price Sheet	13

1.0 PURPOSE AND INTENT

This Request for Quote (RFQ) is issued by the State of New Jersey, the Department of the Treasury, Division of Investment (DOI). The purpose of this RFQ is to solicit proposals for investment consulting services to assist the DOI with a number of projects outlined in Section V – Scope of Services. The DOI has embarked upon a wide-ranging RFP process to implement new trade order management, investment risk analysis, compliance, and performance calculation and attribution systems which requires assistance from external investment experts. The DOI is also evaluating a complex transfer of global investment assets from a comingled pension fund that requires significant operational investment expertise.

The intent of this RFQ is to award up to two contracts to the responsible Bidder(s) whose bid quote conforming to this RFQ is most advantageous to the State, price and other factors considered.

The NJ Standard Terms and Conditions version 4/15/2019 will apply to all contracts or purchase agreements made with the State. These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.

2.0 DOI SPECIFIC DEFINITIONS

Not applicable to this procurement.

3.0 PROPOSAL SUBMISSION

Submissions should be marked “Technical Investment Consulting Services” and must be received by the deadline on the cover sheet.

Proposals must be emailed by the deadline listed on the cover sheet to the following email address:

Gina.costello@treas.nj.gov

NOTE: In order to be awarded a contract with the DOI, all required forms listed in Subsection 1 of Section XI - Forms, must be completed and submitted with the proposal.

The Bidder’s proposal and all information submitted by Bidders in response to this RFQ may be released to the public under the New Jersey Open Public

Records Act, N.J.S.A. 47:1A-1 et seq., ("OPRA") or the common law right to know, notwithstanding any disclaimers to the contrary submitted by a Bidder, except as may be exempted from public disclosure by OPRA and the common law.

Communications with representatives of the State concerning this request by you or on your behalf are not permitted during the submission and selection processes.

No telephone inquiries will be accepted. All inquiries concerning this request should be directed in writing to: Gina.Costello@treas.nj.gov.

The State will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews or for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

The State reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The State further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all parties submitting proposals. In the event that all proposals are rejected, the State reserves the right to re-solicit proposals.

4.0 BACKGROUND

The DOI was created by P.L. 1950, c. 270, which became effective on July 1, 1950. The statute created the DOI and the State Investment Council ("SIC"). An important objective of the statute creating the DOI and the SIC was to centralize all functions relating to purchases, sales or exchanges of securities for the State's diverse funds under experienced and professional management. Later statute also created the Board of Trustees of the Police and Firemen's Retirement System of New Jersey (the "Board").

The role of the SIC and the Board is to formulate policies governing the investment of funds by the Director of DOI, and to consult with the Director with respect to the work of the Division. New regulations adopted by the Council and the Board are filed with the Office of Administrative Law and published in the New Jersey Register for public comment prior to adoption.

Implementation of investment policies is vested in the Director of the DOI. The Director is subject to the standards of prudent investment set forth in N.J.S.A.

52:18A-89. As part of the Director's fiduciary role, the Director retains the power and right to select, monitor, and terminate consultants when doing so is in the best interest of the State. In making these decisions, the Director may consider many factors, including whether the consultant is complying with applicable statutes and regulations, and whether the consultant is meeting the investment goals and direction established by the SIC, the Board and the Director.

The DOI invests the assets of seven different State pension funds, which totaled approximately \$78.35 billion as of September 30, 2020. The assets of each pension fund are invested in the Cash Management Fund, Common Pension Fund D (Public Securities), and Common Pension Fund E (Alternative Investments and Global Diversified Credit Investments). In the near future, the Police and Fireman's Retirement Fund ("PFRS"), one of the seven, will separate and be managed by the DOI as a distinct fund with its own analytics and reporting requirements. As a result, PFRS will maintain legacy interest in Pension Fund E and other investments will be moved to, or made in, newly created funds.

5.0 SCOPE OF SERVICES

The Contractor shall provide the following:

1. Project management services for the implementation of a Multi-Asset Analytics Tool (MAAT) currently out for bid:
 - a. Provide implementation and oversight support, including evaluation of questions and RFP responses from prospective Vendors;
 - b. Coordinate with awarded Vendor on behalf of the DOI;
 - c. Assist with the technical aspects of the onboarding, setup and configuration of awarded solution;
 - d. Oversee the data integration and reconciliation process between the awarded vendor, DOI, State Street and General Partners;
 - e. Attend virtual meetings, as necessary, to ensure communications throughout the project; and

- f. Provide project status reports to DOI management on a mutually agreed upon basis via email, in either pdf or excel format.
- 2. Operational investment technical support and advise related to the transfer of Police and Fireman's Retirement System (PFRS) plan assets from a commingled fund to a new custodial account within the same custodian bank:
 - a. Provide operational investment technical expertise and oversight in the development and evaluation of project plan to separate a portfolio of global pension plan investment assets from a commingled common pension fund. The assets of a single pension plan will be separated from a commingled common pension fund, with the fractional ownership shares of the plan transferred-in-kind to a new custodial account within the same custodian bank;
 - b. Work with DOI staff in resolving issues relating to the technical aspects of the separation; and
 - c. Provide detailed project analysis and recommendations to ensure all plan participants' interests are properly accounted for and all participants are treated fairly. Vendor should provide status reports to DOI management on a mutually agreed upon basis via email, in either pdf or excel format both before the transfer-in-kind is initiated and during a transition period.
- 3. Replacement Investment Systems Platform (RISP) rewrite/enhance, evaluation and implementation support:
 - a. Assist in the effort to determine necessary changes to an existing RFP project currently out for bid (RISP) following the introduction of a new project (MAAT) subsequently sent out for bid that includes certain overlapping requirements, given the strategic and organization changes the DOI has undergone over the last two years;
 - b. Provide guidance in either re-writing RISP to better align with current business needs, or enhancing the current RFP to bring it in-line with the Division's current needs and strategy, or both;
 - c. Assist in the oversight and project management of the implementation of the RISP solution awarded by the Division,

- including evaluation of questions and RFP responses from prospective Vendors; and
- d. Provide project status reports to DOI management on a mutually agreed upon basis via email, in either pdf or excel format.

6.0 TECHNICAL PROPOSAL

In this section, the Vendor {Bidder} shall describe its approach and plans for accomplishing the work outlined in the Scope of Work section, i.e., Section V – Scope of Services. The Vendor {Bidder} must set forth its understanding of the requirements of this Bid quote and its approach to successfully complete the Blanket P.O. The Vendor {Bidder} should include the level of detail it determines necessary to assist the evaluation committee in its review of the Bidder's Quote.

1. Executive Summary:

The Bidder should provide an executive summary of not more than two pages identifying the firm's approach and plans to provide the requested services and substantiating why the firm is best qualified to provide the requested services.

2. Experience with contracts of similar size and scope

The Bidder ~~should~~shall provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the Bidder's ability to successfully complete services like those required by this Bid quote. Emphasis should be placed on contracts that are similar in size and scope to the work required by this Bid Solicitation, in particular other U.S. public pension plans. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this Bid Solicitation. For each such contract listed, the Vendor {Bidder} should provide two (2) names and telephone numbers of individuals for contracting party. Beginning and ending dates should also be given for each contract.

3. Resumes

Detailed resumes shall be submitted for all key personnel to be assigned to the contract. Resumes should emphasize relevant qualifications and experience of these individuals in successfully completing contracts of a similar size and scope to those required by this Bid Solicitation {RFQ}. Resumes should include the following:

- A. The individual's previous experience in completing each similar contract;
- B. Beginning and ending dates for each similar contract;
- C. A description of the contract demonstrating how the individual's work on the completed contract relates to the individual's ability to contribute to successfully providing the services required by this Bid Solicitation {RFQ}; and
- D. With respect to each similar contract, the name and address of each reference together with a person to contact for a reference check and a telephone number.

The Vendor {Bidder} should provide detailed resumes for each Subcontractor's key personnel that demonstrate knowledge, ability, and experience relevant to that part of the work which the Subcontractor is designated to perform. When a Vendor {Bidder} submits resumes pursuant to this paragraph, the Vendor {Bidder} shall redact the social security numbers, home addresses, personal telephone numbers, and any other personally identifying information other than the individual's name from the resume.

- 4. Submit a Price schedule in the form attached detailing the fees for each of the applicable line items listed; and
- 5. Submit all documents that the Vendor {Contractor} will require DOI to execute with respect to this contract.

7.0 SELECTION PROCESS

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. Responsive proposals will be evaluated by an Evaluation Committee. The following evaluation criteria categories, separate or combined in some manner, and not necessarily listed in order of significance, will be used to evaluate proposals received in response to this RFQ.

- The firm's approach and plans to perform the services required by the Scope of Services contained in this RFQ.;

- The firm’s documented experience in successfully completing contracts of similar size and scope to the services required by this RFQ;
- The qualifications and experience of the firm’s personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFQ;
- The overall ability of the firm to mobilize, undertake and successfully complete the contract; and
- The firm’s cost proposal.

8.0 FEES:

Prices shall remain in effect for the duration of the term of the contract and for any mutually agreed upon contract extensions. The State reserves the right to negotiate final price with the Contractor selected to provide the requested services.

9.0 TERM

The initial term shall be no longer than two (2) years commencing upon contract award. The term may be extended by up to one (1) additional one-year (1) period, by the mutual written consent of the Vendor {Contractor} and the DOI, at the same terms, conditions, and pricing at the rates in effect at the end of the last year of the Contract or rates more favorable to the DOI.

10.0 FIRM SELECTION AND CONTRACT

The State will select the proposal(s) deemed most advantageous to the State, price and other factors considered.

The contract between the DOI and the firm(s) shall be comprised of this RFQ, any clarifications thereof, the firm(s) response thereto, any changes negotiated by the parties and the documents listed in Section XI Forms. Such contract can only be modified in writing, signed by the parties.

11.0 FORMS

1. Forms Required with Proposal

The documents listed below must be completed and submitted with the bid proposal.

- a. Cover Letter
- b. Ownership Disclosure Form
- c. Disclosure of Investment Activities in Iran
- d. Disclosure of Investigations and Other Actions Involving Bidders
- e. Subcontractor Utilization Plan
- f. All contracts and documents which the Contractor requires the DOI to execute.

Forms Required Before Contract Award

The documents listed below must be completed and submitted prior to contract award.

- g. Waivered Terms and Conditions for Services Contracts
- h. Source Disclosure Certification Form
- i. MacBride Principles and Northern Ireland Act of 1989
- j. Affirmative Action Employee Information Report
- k. Chapter 51 Certification and Disclosure Form
- l. Contractor Certification - Public Law 2005, Chapter 271
- m. Set-Off for State Tax
- n. Proof of Liability Insurance Certificate
- o. NJ Business Registration

Forms can be downloaded from the Department of Treasury website:
<https://www.nj.gov/treasury/doinvest/rfp.shtml>

12.0 ADDITIONAL WORK AND SPECIAL PROJECTS

The Vendor {Contractor} shall not begin performing any additional work or special projects without first obtaining the State Contract Manager's recommendation and the Director's written approval.

In the event of additional work and/or special projects, the Vendor {Contractor} must present a written Quote to perform the additional work to the State Contract Manager. The Quote should provide justification for the necessity of the additional work. The relationship between the additional work and the base contract work must be clearly established by the Vendor {Contractor} in its Quote.

The Vendor's {Contractor's} written Quote must provide a detailed description of the work to be performed broken down by task and subtask. The Quote should also contain details on the level of effort, including hours, labor categories, etc., necessary to complete the additional work.

The written Quote must detail the cost necessary to complete the additional work in a manner consistent with this Blanket P.O. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the Vendor {Contractor} in the Vendor's {Contractor's} original Quote submitted in response to this Bid Solicitation. Whenever possible, the price schedule should be a firm, fixed price to perform the required work. The firm, fixed price should specifically reference and be tied directly to costs submitted by the Vendor {Contractor} in its original Quote. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

Upon receipt and approval of the Vendor's {Contractor's} written Quote, the State Contract Manager shall forward same to the Director for the Director's written approval. Complete documentation from the Using Agency, confirming the need for the additional work, must be submitted. Documentation forwarded by the State Contract Manager to the Director must include all other required State approvals, such as those that may be required from the State of New Jersey's Office of Management and Budget and Office of Information Technology.

In the event the Vendor {Contractor} proceeds with additional work and/or special projects without the Director's written approval, it shall be at the Vendor's {Contractor's} sole risk. The State shall be under no obligation to pay for work performed without the Director's written approval.

13.0 MISCELLANEOUS

Notice to Vendor's {Bidders} and Vendor {Contractors} Regarding P.L. 2012, c. 4.

"Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), vendors {contractors} are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

14.0 PRICE SCHEDULE

The Vendor {Bidder} shall complete all pages of the Price Sheet in RFQ Section 14.1.

The Vendor {Bidder} should not leave cells blank, but rather utilize “N/C” (No Charge) if applicable.

Refer to RFQ Section V, Scope of Services for what this price schedule refers to.

Bottom of page left intentionally blank

14.1 PRICE SHEET

Vendor {Bidder} Name: _____

Hourly Firm Fixed Rate for Completing Scope of Services as Noted for Initial 2-year Contract Period along with estimated hours to complete each project:

Priceline 1: Project management services for the implementation of a Multi-Asset Analytics Tool (MAAT) currently out for bid:

~~Blended h~~Hourly rate: \$ _____
~~Estimated hours to complete project:~~ _____

Priceline 2: Operational investment technical support and advise related to the transfer of Police and Fireman's Retirement System (PFRS) plan assets from a commingled fund to a new custodial account within the same custodian bank:

~~Blended h~~Hourly rate: \$ _____
~~Estimated hours to complete project:~~ _____

Priceline 3: Replacement Investment Systems Platform (RISP) rewrite/enhance, evaluation and implementation support:

~~Blended h~~Hourly rate: \$ _____
~~Estimated hours to complete project:~~ _____